

## Appendix B. Online PMP Reports

The following users can access the **Reports** menu in Online PMP:

- HR advisors (agency-specific information only)
- Agency directors (agency-specific information only)
- Deputy mayors (all agencies)
- Mayor (all agencies)
- DCOP Performance Management Unit (all agencies).

Report Type	Report Description
<b>Performance Plan Reports</b>	
Performance Plan - Submission Summary	By agency: <ul style="list-style-type: none"> <li>• Total number of PMP employees</li> <li>• Total number and percentage of plans submitted</li> </ul>
Performance Plan – Responsibility Center Detail	By agency and responsibility center: <ul style="list-style-type: none"> <li>• Employee first and last name</li> <li>• Employee job title and grade</li> <li>• Date performance plan first approved</li> </ul>
Performance Plan – Detail (Alphabetical)	By agency: <ul style="list-style-type: none"> <li>• Employee first and last name in alphabetical order</li> <li>• Employee job title and grade</li> </ul>
<b>Performance Evaluation Reports</b>	
Performance Evaluation – Responsibility Center Detail	By agency and responsibility center: <ul style="list-style-type: none"> <li>• Employee first and last name</li> <li>• Employee job title and grade</li> <li>• Date annual evaluation approved. If this space contains a dash (–), it indicates that no evaluation has been submitted</li> </ul>
Performance Evaluation Detail (Alphabetical)	By agency: <ul style="list-style-type: none"> <li>• Employee first and last name in alphabetical order</li> <li>• Employee job title and grade</li> <li>• Date evaluation approved. If this space contains a dash (–), it indicates that no evaluation has been submitted</li> </ul>
Performance Evaluation – Rating Summary	By agency: <ul style="list-style-type: none"> <li>• Total number and percentage of ratings recorded for each number of the rating scale, 1 through 5</li> <li>• Total number of ratings</li> <li>• Average rating</li> </ul>
<b>General PMP Reports</b>	
PMP Summary	By agency: <ul style="list-style-type: none"> <li>• Number of PMP employees</li> <li>• Number and percentage of plans submitted</li> <li>• Number and percentage of approved evaluations submitted</li> </ul>

<b>Report Type</b>	<b>Report Description</b>
Rating Detail	By agency and responsibility center: <ul style="list-style-type: none"> <li>• Employee first and last name</li> <li>• Employee job title and grade</li> <li>• Annual evaluation date</li> <li>• Annual Evaluation rating</li> </ul>
Basic Submission Detail	By agency and responsibility center: <ul style="list-style-type: none"> <li>• Employee first and last name</li> <li>• Employee job title and grade</li> <li>• Date of annual performance plan</li> <li>• Date of annual performance evaluation</li> </ul>
Submission Detail Report— Optional Evaluations	By agency and position type: <ul style="list-style-type: none"> <li>• Employee first and last name</li> <li>• Employee job title and grade</li> <li>• Date of mid-year evaluation</li> <li>• Date of self-evaluation</li> <li>• Date of annual evaluation</li> <li>• Subtotal number of employees by position type</li> </ul>
PMP Structure Information	By agency: <ul style="list-style-type: none"> <li>• Reporting relationship</li> </ul>
Performance Plan Revision	By agency: <ul style="list-style-type: none"> <li>• Employee first and last name</li> <li>• Date of first approved performance plan</li> <li>• Number of performance plan revisions</li> <li>• Date of most recent performance plan revision</li> <li>• Date of most recent performance plan approval</li> </ul>
Alphabetical Employee List	Employee first and last name (agency code in parenthesis)